LGBTQ+ Committee Charter

TYPE OF COMMITTEE: Standing Committee

PURPOSE: The ASCB LGBTQ+ committee’s goal is to assess, promote, and ensure the inclusion of Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Pansexual, Gender Non-Conforming, Gender Fluid, Non-Binary and Ally (LGBTQ+) members in the Society.

In support of this, we strive to:

- Provide visibility, inclusivity, and career advice to the ASCB LGBTQ+ community
- Educate the broader cell biology community on issues specific to LGBTQ+ individuals and groups
- Provide DEI-related support and advice to ASCB.

COMMITTEE MEMBERSHIP:

- Ideal Size: 15-20
- Term Length: Members: 1 year associate period followed by 3-year full membership with the opportunity to renew once. Co-Chairs serve two years. Co-Chairs serve in a staggered arrangement with one first-year Co-Chair serving with a second Co-Chair in their second year.
- Approval Process: Potential associate members are invited annually to apply to serve on the LGBTQ+ Committee through the open call issued by ASCB. The LGBTQ+ Committee Co-Chairs review the application materials (CV and Letter of Intent). Co-chairs nominate associate members for full membership.
- LGBTQ+ Committee Co-Chairs are selected from the Full Members with at least one term of service on the committee. Co-Chair applicants provide a CV and letter of interest to the current Co-Chairs, who select successors.
- Average Time Commitment: 20-30 hours spread out over the entire year. Quarterly hour-long meeting, with some work outside of these meetings. More time committee expected around the activities associated with the annual meeting, other times of year less is time is expected.
- Membership Type(s): Open to all member types of ASCB.
- Approval Process: Committee and subcommittee chairs and co-chairs are approved by Council. Members are approved by the Executive Committee.
- Duties: Committee Co-Chairs: Prepare and set meeting agendas, act as liaison with other committees, oversee committee activities.
- Duties: Subcommittee Co-Chairs: Prepare and set subcommittee meeting agendas, oversee subcommittee activities, work collaboratively to carry out activities of the subcommittee
- Duties: Members: Participate in meetings, work collaboratively to set the committee agenda, and carry out the activities of the committee.
SUBCOMMITTEE(S) MEMBERSHIP:

- **Communications subcommittee**
  - Purpose: The communications subcommittee disseminates information about the committee, the ASCB, and issues related to the LGBTQ+ STEM and Cell Biology community through social media.
  - Size and Composition: 4 LGBTQ+ committee members, including 1 chair.
  - Term Length: 1 year, renewable.
  - Average Time Commitment: 1-2 hours per month.
  - Approval Process: Subcommittee members are approved by the Chair
  - Duties: The chair of the committee will work with the ASCB social media manager to maintain an LGBTQ+ social media presence. The chair will send a post to the ASCB social media manager to upload to these two social media platforms in consultation with the committee members. Committee members participate in sub-group meetings, advise the chair in making decisions, and help in the delegation of tasks for the sub-group which could include researching topics, writing policy, and advertising on social medial platforms.

- **Travel-Award subcommittee**
  - Purpose: Set the criterion for the travel award to the annual meeting. Help identify sources of funding for the travel award. Review the applicants and suggest recipients to the full committee to review and vote.
  - Size and Composition: 4 LGBTQ+ committee members, including 1 chair.
  - Term Length: 1 year, renewable.
  - Average Time Commitment: 1-2 hours per month.
  - Approval Process: Subcommittee members are approved by the Chair
  - Duties: The chair of the committee is in contact with the ASCB administration regarding the travel award. Committee members participate in sub-group meetings, advise the chair in making decisions, help in the delegation of tasks for the sub-group which could include reading applications, fundraising, writing policy, and advertising on social medial platforms.

- **Annual Meeting subcommittee**
  - Purpose: Help organize committee activities associated with the annual meeting. Help organize the Diversity session and the Ally training session. Generate a list of speaker nominees who will speak at the annual meeting, for the entire committee to vote upon.
  - Size and Composition: 4 LGBTQ+ committee members, including 1 chair.
  - Term Length: 1 year, renewable.
  - Average Time Commitment: 1-2 hours per month.
  - Approval Process: Subcommittee members are approved by the Chair
  - Duties: Committee members participate in sub-group meetings, advise the chair in making decisions, help in the delegation of tasks for the sub-group which could include researching topics, writing policy, advertising on social medial platforms, and in general assisting with meeting logistics.
RESPONSIBILITIES AND DELIVERABLES:

1. Review the Travel Award Grants.
2. Participate in the LGBTQA+ Online community platform.
3. Organize and Run LGBTQA+ committee activities at the annual meeting (LGBTQA+ Diversity Session, selection of annual speaker, participation in other committee sessions (i.e. Ally Training Session).
4. Help to promote LGBTQA+ diversity throughout the ASCB community (participate in blog posts, writing and editing media posts for ASCB newsletter).
5. Promote LGBTQA+ visibility, opportunities, and committee news through social media including Twitter and Facebook. Social media posts are delivered on average 1 per every two weeks.
6. Represent the ASCB in conferences and meetings related to LGBTQ+ Diversity and Inclusion in STEM.
7. Advise ASCB Leadership and Staff in matters of LGBTQ+ inclusion.
8. Advise ASCB Leadership and Staff in matters of LGBTQ+ discrimination.

MEETINGS:

On average the committee will meet quarterly but maybe more frequently during the run-up to the annual meeting. There will be a committee meeting held at each Annual Meeting. Subcommittee members will meet as needed and may require meetings outside the full committee meeting.